

STATE OF ALASKA

**Operator's Manual
for
State Vehicles and Equipment**

Department of Transportation & Public Facilities

State Equipment Fleet (SEF)

fleet.alaska.gov

January 2004

TABLE OF CONTENTS

I. Introduction to Operator Responsibilities	3
II. General Policies and Procedures for State Owned Vehicles and Equipment....	5
A. Accidents	5
B. Use	6
C. Garaging	7
D. Storage	7
E. Speed Limits	8
F. Heavy-Duty Operator Checklist	8
III. Fuel Credit Cards.....	10
IV. SEF Regional Offices and Shops	11
A. Regional Offices	11
B. Shops	11

I. INTRODUCTION TO OPERATOR RESPONSIBILITIES

- A. The vehicle you are operating is owned or leased by the State of Alaska. This manual provides you with information on how and where to obtain vehicle services, your basic responsibilities as a vehicle operator, and the correct procedures to follow in case of an accident.
- B. Vehicle and equipment operators are required to have the appropriate and valid State of Alaska driver's license and know and adhere to the current vehicle laws of the State and local governments.
- C. Operators are also required to know the relevant policies and procedures governing the operation of State vehicles that are issued by the Department of Transportation and Public Facilities and the Division of Risk Management.
- D. This vehicle was bought or leased with public funds. Therefore it should be treated with care and attention.
- E. As the operator you are responsible for the mandatory use of seat belts by yourself and all passengers, the safe operation of the vehicle, basic vehicle inspection and service, insuring that the vehicle receives its preventive maintenance checks, and is reported and repaired as needed.
- F. A State owned or leased vehicle that is unsafe shall not be operated until the necessary repairs have been made.
- G. Basic daily light duty vehicle inspection and service includes:
 - 1. Refueling.
 - 2. Tire pressures.
 - 3. Coolant, engine oil, and washer fluid levels.
 - 4. Head, tail, brake, license, backup, turn signal, and emergency lights.
 - 5. Windshield wipers, brakes, and steering.
 - 6. Spare tire, jack, and lug nut wrench.
 - 7. First aid kit and fire extinguisher.
 - 8. Cleaning of the vehicle.
 - 9. Report any discrepancies to your supervisor or SEF.
- H. The medium and heavy-duty truck operator's checklist is found in Section II-F.
- I. You should contact your supervisor for the daily checklist for other types of vehicles.

- J. Legal and safe operation of the vehicle requires that the periodic I/M (if applicable) and preventive maintenance inspections have been performed. As the operator it is your responsibility to insure that the vehicle is compliant with those requirements.
- K. If your vehicle is a wet rental your department pays, with some exceptions, a monthly operating rate to SEF for preventive maintenance, I/M inspections, and normal repairs. Any mechanical problems should be promptly reported to the nearest SEF maintenance facility.
- L. If your vehicle is a dry or non-rental all repairs, maintenance, and inspections are the responsibility of your department. However, all vehicles are to be maintained to State standards. They are subject to an annual maintenance compliance inspection by SEF.
- M. If you have any questions concerning your state vehicle please contact the nearest SEF Regional Office.
- N. SEF Headquarters is located in Anchorage. It is the agency that has been delegated the policy development responsibility for the state fleet. If you have any questions on any vehicle policy subject not covered by this manual please contact:

Fleet Manager
DOT&PF-SEF
2200 East 42nd Avenue
Anchorage, AK 99508
Phone: 907.269.0787
Fax: 907.269.0801

- O. Additional information on the state fleet is located on the Internet at fleet.alaska.gov.

II. GENERAL POLICIES AND PROCEDURES FOR STATE OWNED VEHICLES AND EQUIPMENT

A. Accidents

1. Exact instructions for reporting and documenting vehicle accidents are contained in the Division of Risk Management's *Claim Reporting Procedures Manual*. A copy of the manual can be downloaded from their web site. The following summary of their reporting procedures is provided for reference.
2. A *Liability Accident Notice*, Form 02-919 (12/96) should be completed if any damage or injury are incurred involving a State owned, leased, or rented vehicle. If the incident involves death or serious injury the Division of Risk Management is to be immediately notified by telephone at:

Division of Risk Management
PO Box 110218
Juneau, AK 99811-0218
Phone: 907.465.2180
Fax: 907.465.3690

3. Take good notes immediately after the accident or incident. Record as much relevant information as possible and retain all notes.
4. Never admit liability. Exchange basic information (name, address, and driver's license number) with the other involved parties.
5. Notify your supervisor.
6. Fill in all blocks of the form. Include extra pages if necessary to give all the facts and witness names and addresses.
7. After the completed *Liability Accident Notice* has been signed by your supervisor the original is to be sent to:

Northern Adjusters, Inc.
1401 Rudakof Circle
Anchorage, AK 99508
Phone: 907.338.7484
Fax: 907.338.5363

The second part of the form is to be sent to the Division of Risk Management. A copy of the form is to be sent to the SEF Regional Office.

8. If an automobile accident involves injury to anyone or if the property damage exceeds \$2,000, then AS 28.35.080 (a) requires that the accident be reported to the local police department if the accident occurs in a municipality or to the Alaska State Troopers.
9. If the police do not complete State of Alaska *Motor Vehicle Accident Report*, Form 12-209, then AS 28.35.080 (b) requires that the driver of the vehicle complete the report and forward it to the Division of Motor Vehicles within 10 days. A copy of the form should also be sent to the SEF Regional Office.
10. Form 12-209 can be obtained from the local police department or from the Department of Public Safety. The State of Alaska is self-insured and is to be designated as the “insurer” on the accident report.
11. The driver must also complete the State of Alaska *Certification of Insurance*, Form 12-466. The State of Alaska is to be named as the owner of the state vehicle. This form is also available from the local police department or from the Department of Public Safety. The completed form is to be sent to the Division of Motor Vehicles.
12. If the state vehicle is a total loss State of Alaska *Lost-Stolen-Damaged Property Review*, Form 02-627 must be completed.
13. User agencies are responsible for the cost of accident repairs no matter who is at fault. The SEF regional offices will assist user agencies in recovering costs of the repairs from the other party, including other state agencies, when the other party is at fault.
14. User agencies have the option of arranging for the repairs to wrecked vehicles with the assistance of SEF. If the user agency requests it in writing or by email SEF can handle the entire procedure.
15. All repairs must be done by qualified individuals and in accordance with generally accepted industry standards. The SEF Regional Manager must approve repairs by a private vendor in advance.

B. Use of State Owned Vehicles and Equipment

1. State-owned vehicles may be used only in the conduct of state business. No State officer or employee may use or permit the use of a State owned vehicle except in the conduct of State business.
2. The use of state vehicles for purposes such as attending to personal affairs, social engagements, or for transportation between permanent domiciles and permanent duty

stations will not be considered as official business. Official and nonofficial business must not be mingled. Stops at stores, restaurants, hotels, or other businesses for personal purposes are not permitted unless the employee is in the process of conducting official state business and the stops are to meet the physiological needs of the employee. The appearance of misuse of State vehicles should be avoided whenever possible.

3. Individuals other than those on official State business shall not be permitted to travel in State vehicles except when authorized by the Commissioner of the using department. Any such authorization shall be for trips involving special circumstances that justify an exception to the general policy.

C. Garaging of State Owned Vehicles and Equipment

1. The garaging of State vehicles at employee domiciles is not authorized except under the following conditions:
 - a. An employee is engaged in field work or work not confined to a permanent duty station, or
 - b. The nature of an employee's work precludes the possibility of scheduling during work hours. However, "on call" status alone is not sufficient justification for regular garaging of a State vehicle at an employee domicile, unless the employee has no alternative transportation, requires a specially equipped State vehicles to perform job responsibilities, or the use of a state vehicle is the least costly alternative. Agencies shall monitor the frequency of after hours work and shall consider reimbursement of operating expenses for personal vehicles as an alternative to the regular garaging of a State vehicle at an employee's domicile when only occasional after hours work is required, or
 - c. When leaving for or returning from an official trip outside regular work hours, or
 - d. When protected storage is not available and vandalism or other damage is likely to occur to vehicles parked overnight at the place of employment. Agencies shall evaluate the cost of establishing a secure storage area as an alternative to the regular garaging of State vehicles at employee domiciles.
2. The using department commissioner or designee shall annually approve in writing the long term garaging of a State vehicle at an employee domicile.

D. Storage of State Owned or Operated Vehicles

1. State owned or operated vehicles shall be stored at places under the jurisdiction of the Department of Transportation and Public Facilities or storage places approved by the using department.

2. Vehicles drawn from the equipment pool shall be returned to the custody of the equipment pool at the time and place indicated on the dispatch slip.
3. Employees authorized to operate State owned or operated vehicles may store such vehicles overnight at their domiciles under conditions defined in C.1 above.
4. Under no circumstances shall a State owned or operated vehicle be stored in such a manner that the vehicle will be exposed to traffic hazards, become an inconvenience to the public, or parked in a space not legal for public parking.

E. Speed Limits

1. State owned vehicles must not be driven at speeds in excess of those established by law. At no time shall vehicles be operated at speeds greater than the road and weather conditions safely permit.
2. The maximum permissible operating speeds for state vehicles and equipment are:
 - a. Automobiles, pickups, SUVs, and trucks: as established by law.
 - b. Motor graders, wheel loaders, truck mounted cranes and shovels, carrier mounted snowplows, and vehicles towing heavy trailers: not to exceed the manufacturer's recommendation.

F. Heavy Duty Truck Operators Checklist

1. Check all dipsticks. Add lubricants if necessary.
2. Check all coolants and fluids: Add coolants and fluids if necessary.
3. Start engine and build up air pressure. Report and repair any discrepancies.
4. Check the brakes for air or hydraulic leaks. Report and repair any discrepancies.
5. Conduct a walk around inspection:
 - a. Drain air tanks. Report and repair any discrepancies.
 - b. Check for air, fluid, lubricant, and hydraulic leaks. Report and repair any discrepancies.
 - c. Check the steering, axles, and suspension for damage and security. Report and repair any discrepancies.

- d. Check all lights. Report and repair any discrepancies.
 - e. Check all tires and wheels for air pressure, cracks, and loose lugs. Report and repair any discrepancies.
 - f. Check for loose or worn attachment pins. Report and repair any discrepancies.
 - g. Check for broken or loose tire chains. Report and repair any discrepancies.
 - h. If a trailer is attached check the fifth wheel or pintle hitch for damage and security. Check that the electrical and air hoses are properly attached. Report and repair any discrepancies.
6. Grease or lube all daily points per the manufacturer's recommendations. Report and repair any discrepancies.

III. FUEL CREDIT CARDS

A. Credit Cards & Fuel Purchases

The State Fleet provides a fleet fueling program utilizing a fleet card for use at most refueling sites statewide. If one is not provided with your vehicle, you may call the fuel coordinator at 907-269-0793 for information on how to obtain a fleet card.

B. Credit Card Use:

1. The fuel cards are for use in purchasing motor fuel, fluids such as oils and lubricants and vehicle washes (as allowed by your department).
2. Emergency services such as towing and tire repair may also be charged to the card in accordance with each department's policy.
3. All users are responsible for knowing their department's policy regarding the use of the fleet fuel cards and abide by those policies. All purchases made with the card are the responsibility of the using department, including misuse and abuse.
4. Lost, stolen or broken cards may be reported to the fuel coordinator at 907-269-0793.

IV. SEF REGIONAL OFFICES AND SHOPS

A. Regional Offices

Anchorage: Central Region Equipment Manager
DOT&PF-SEF
4801 Boniface Parkway
Anchorage, AK 99507
Phone: 907.269.5966
Fax: 907.269.5964

Fairbanks: Northern Region Equipment Manager
DOT&PF-SEF
2301 Peger Road
Fairbanks, AK 99709
Phone: 907.451.5305
Fax: 907.451.2326

Juneau: Southeast Region Equipment Manager
DOT&PF-SEF
6860 Glacier Highway
Juneau, AK 99801
Phone: 907.465.1792
Fax: 907.465.2025

B. Shops

<u>Shop Name</u>	<u>Street or Road Address</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Fax</u>
ANCHORAGE HEAVY DUTY	4801 Boniface Parkway	99507	269-5973	269-5964
ANCHORAGE LIGHT DUTY	4801 Boniface Parkway	99507	269-5969	269-5964
ANIAK	Aniak Airport Road	99557	675-4277	675-4265
BARROW	Barrow Airport	99723	852-6199	852-3073
BETHEL	3500 Eddie Hoffman Highway	99559	543-3760	543-1855
CANTWELL	MP 135 Denali Highway	99729	768-2355	768-2356
CENTRAL	MP 127 Steese Highway	99730	520-5112	520-5112
CHANDALAR	MP 241 Dalton Highway	None	451-3047	451-3048
CHULITNA	MP 121 Parks Highway	99683	733-2246	733-1017
COLD BAY	97 Flying Tiger Way	99571	532-2415	532-2416
COLDFOOT	MP 174.8 Dalton Highway	99701	678-5205	678-5206
CORDOVA	MP 13 Copper River Highway	99574	424-3702	424-3702
DEADHORSE	MP 419.1 Dalton Highway	99756	659-2560	659-2143
DELTA	MP 265.5 Richardson Highway	99737	895-5035	895-1028

<u>Shop Name</u>	<u>Street or Road Address</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Fax</u>
DILLINGHAM	532 Kenny Wren Road	99576	842-2411	842-2311
DUTCH HARBOR	100 Valley Who Road	99692	581-1786	581-1850
FAIRBANKS HEAVY DUTY	2301 Peger Road	99709	451-5254	451-2326
FAIRBANKS LIGHT DUTY	2301 Peger Road	99709	451-5257	451-2326
GALENA	Galena Airport	99741	656-1236	656-1898
GUSTAVUS	Gustavus Airport	99826	697-2251	697-2465
HAINES	720 Main Street	99827	766-2340	766-3187
HEALY	MP 18 Healy Road	99743	683-2257	683-2256
HOMER	3450 Sterling Highway	99603	235-7853	235-9724
HOONAH	520 Lumbago Drive	99829	945-3426	945-3426
JIM RIVER	MP 137.8 Dalton Highway	None	541-5111	541-5112
JUNEAU	6860 Glacier Highway	99801	465-1792	465-2025
KETCHIKAN	5148 N Tongass Highway	99901	225-2513	225-3665
KING SALMON	MP 0.1 Alaska Peninsula Hwy	99613	246-3325	246-3023
KLAWOCK	Mile 0.25 Airport Road	99921	755-2229	755-2376
KODIAK	1500 Anton Larson Road	99615	487-2119	487-2699
KOTZEBUE	Kotzebue Airport	99752	442-3801	442-4564
LIVENGOOD	MP 81 Elliott Highway	None	451-5235	451-5239
MCGRATH	DNR Road	99627	524-3241	524-5686
MONTANA CREEK	MP 80 Steese Highway	99730	888-319-7955	
NOME	MP 3.5 Nome-Teller Road	99762	443-3426	443-3652
NORTHWAY	MP 1256 Alaska Highway	None	778-2206	778-2226
O'BRIEN CREEK	MP 113 Taylor Highway	99638	011-8816-314-62600	883-3376 (Tok)
PALMER	289 Inner Springer Loop	99645	745-2150	746-2306
PAXSON	MP 185.5 Richardson Hwy	99737	822-3357	822-3357
PETERSBURG	288 Mitkoff Highway	99833	772-4667	772-4801
SAG RIVER	MP 306.1 Dalton Highway	None	824-9001	824-9001
SEVEN MILE	MP 61.5 Dalton Highway	None	451-5271	451-5269
SEWARD	5 th & B Street	99664	224-3086	224-5686
SILVERTIP	35200 Hope Highway	99605	269-5672	269-5078
SITKA	605 Airport Road	99835	966-2960	966-2961
SKAGWAY	Mile 2.5 Klondike Highway	99840	983-2323	983-2114
SLANA	MP 60 Tok Cutoff	99780	822-3301	822-3913
SOLDOTNA	46445 Sterling Highway	99669	269-5030	262-3966
ST MARY'S	St. Mary's Airport	99658	438-2416	438-2894
TAZLINA	MP 110 Richardson Highway	99588	822-3222	822-5309
THOMPSON PASS	MP 27 Richardson Highway	99686	835-2393	
TOK	MP 123.6 Tok Cutoff	99780	883-3375	883-3376
UNALAKLEET	Unalakleet Airport	99684	624-3159	624-3159
VALDEZ	MP 0.5 Richardson Highway	99686	834-1043	834-1009
WRANGELL	Airport Road	99929	874-3107	874-3994
YAKUTAT	Yakutat Airport	99689	784-3293	784-3536